

**Report of the Twenty-Fourth Annual Meeting
of the Finance and Administration Committee
4 June 2007
Harborside Hotel and Marina, Bar Harbor, Maine, USA**

Chairman: **Dr Boris Prischepa (Russian Federation)**

Vice-Chairman: **Mr Arni Isaksson (Iceland)**

Secretary: **Dr Malcolm Windsor**

CNL(07)5

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CNL(07)5

Report of the Twenty-Fourth Annual Meeting of the Finance and Administration Committee of the North Atlantic Salmon Conservation Organization 4 June, 2007

Harborside Hotel and Marina, Bar Harbor, Maine, USA

1. Opening of the Meeting

- 1.1 The Chairman, Dr Boris Prischepa (Russian Federation), opened the meeting and welcomed members of the Committee to Bar Harbor.
- 1.2 A list of participants is contained in Annex 1.

2. Adoption of the Agenda

- 2.1 The Committee adopted its agenda, FAC(07)7 (Annex 2).

3. 2006 Audited Accounts

- 3.1 The Secretary introduced the audited accounts for 2006, FAC(07)2. The audited accounts indicate that there was a surplus of approximately £4,200 which was paid into the Working Capital Fund in accordance with the Financial Rules.
- 3.2 The Committee considered the 2006 audited accounts and recommended their adoption by the Council.

4. Relationship with ICES

- 4.1 At its last meeting the Committee had reviewed a new MoU to apply from 2007 and, following some proposed minor amendments, which the Secretary was asked to resolve with ICES, had agreed to recommend adoption of the MoU by the Council. The Committee had recognized that quality assurance of the advice is important, but some concerns were expressed about the level of the charge included in the MoU. The Committee had asked that the Secretary obtain a more detailed explanation from ICES of the basis of the cost of the quality assurance scheme and discuss opportunities for cost savings. The Council had also agreed that the MoU was generally acceptable but confirmed that there should be an element to cover the situation in which NASCO did not ask for any advice or just made a request for information that did not need to be 'peer reviewed' through the advisory system.
- 4.2 The Secretary introduced documents FAC(07)3, which included a revised draft MoU developed in consultation with ICES, and FAC(07)5, which provided details from ICES on their quality assurance programme. ICES had advised that part of the cost of providing advice is associated with maintaining the capacity to provide advice and that this involves the regular activities of the Working Group on North Atlantic Salmon as well as maintaining databases. ICES proposed that the cost of maintaining the capacity to provide advice would be approximately 34% of the core cost of providing 'peer reviewed' advice, whether or not there was a request. If non-peer

reviewed information was requested the cost would be about 42% of the core cost. A revised MoU with these figures included, and other minor changes, was presented. The Committee discussed if the Standing Scientific Committee (SSC) should be asked to review Annex 1 of the MoU to ensure it covered the scope of the requests to ICES. The Assistant Secretary, Chairman of the SSC, indicated that he believed the elements in Annex 1 of the MoU would cover all requests.

- 4.3 The Committee agreed to recommend adoption of the revised MoU by the Council, FAC(07)6 (Annex 3).

5. Consideration of the 2008 Draft Budget, Schedule of Contributions and 2009 Forecast Budget

- 5.1 The Secretary introduced the draft 2008 budget, FAC(07)4, which contained an increase of 6.5% in real terms compared to the 2007 budget. However, the main reason for the increase was the inclusion of £60,000 for public relations work in the light of recommendations of NASCO's Public Relations Group. If the increased cost of this PR work was excluded the budget represented an increase of only 0.3% in real terms, while enabling the Organization to continue to build its reserves.

- 5.2 Several Committee members expressed reservations about the proposed funding level for section 7.4. The Committee therefore agreed that it could not resolve the sum to be included in section 7.4 of the budget for public relations work because the Council had not considered the recommendations of its Public Relations Group. Furthermore, the Council had not considered the EU proposal for a Performance Review of the Work of NASCO and there could be budgetary implications if the Council agreed to proceed with such a review. The Committee therefore agreed to recommend to the Council the adoption of the draft budget in Annex 4, with the exception of the element for PR in section 7.4, which would need to be resolved by the Council. The Committee asked that the Secretary develop a possible breakdown of the public relations element of the budget to show the anticipated expenditure. Such expenditure might include website design and maintenance, production of the 'Status of Salmon' annual report and the costs of media support and/or an Information Officer.

- 5.3 Clarification was sought as to whether the element included in the budget to cover the President's travel and subsistence should be reviewed in the future. The Secretary indicated that the Council had previously agreed that it was appropriate to cover the President's travel and subsistence costs when on NASCO business but a review in due course might be appropriate.

Note: The budget, CNL(07)46, shown in Annex 4 is the budget as adopted by the Council.

6. Appointment of Auditors

- 6.1 At its last meeting the Committee had asked that the Secretary consider the pros and cons of changing auditors. The Secretary indicated that while it may be possible to make savings by moving to a smaller Edinburgh-based accountancy firm, this might not be appropriate for the audit of an inter-governmental organization. Furthermore, there would be a considerable learning curve involved, and therefore increased costs, and it may, therefore, be desirable to remain with PricewaterhouseCoopers. For 2006

it had been possible to negotiate a reduction in fees for some of the accountancy work undertaken.

- 6.2 The Committee recommended to the Council the appointment of PricewaterhouseCoopers of Queen Street, Edinburgh, as auditors for the 2007 audited accounts, or such other company as may be agreed by the Secretary in consultation with the Chairman of the Finance and Administration Committee.

7. Any Other Business

- 7.1 The Committee discussed whether additional time might be made available at the Annual Meeting by the Parties tabling written, rather than making oral, Opening Statements. It was noted that this is now the practice in ICCAT, but that organization has 43 Parties and a range of IGOs and NGOs, so there was a need to take action to reduce the time allocated to the Opening Session. Further, the Secretary indicated that the Opening Session is the only session open to the public and the media, and that in recent years the NGOs have limited their contribution to one joint statement. The Secretary also indicated that the President would be encouraging Heads of Delegations to limit their statements to no more than 4-5 minutes each. The Committee noted that it may be desirable to have written copies of Opening Statements available at the Opening Session. However, it noted that this issue was a matter that would need to be resolved in Heads of Delegations.

- 7.2 The Secretary indicated that the level at which written tenders are required for equipment, supplies and other requirements had remained at £1,000 since the Organization was established. Consultations with the auditors had indicated that this level should be increased. The Committee therefore agreed to recommend to the Council that Financial Rule 9.4(a) be amended to read as follows:

“9.4 (a) Except where the Secretary has certified that only a single supplier exists, for all purchases and contracts for equipment and office supplies exceeding 5,000 pounds sterling, the Secretary shall solicit written tenders by advertisement or direct request for equipment, supplies and other requirements from at least three persons or firms able to supply the equipment, supplies or other requirements.”

- 7.3 There was no other business.

8. Report of the Meeting

- 8.1 The Committee agreed a report of its meeting.
- 8.2 In closing the meeting the Chairman thanked the members of the Committee for their contributions.
- 8.3 A list of Finance and Administration Committee papers is given in Annex 5.

List of Participants

Mr Tim Young	Canada
Mr Torsteen Overgaard	Denmark (in respect of the Faroe Islands and Greenland)
Mr Alan Gray	European Union
Mr Arni Isaksson	Iceland
Mr Arne Eggereide	Norway
Mr Øyvind Walsø	Norway
Dr Boris Prischepa (Chairman)	Russian Federation
Ms Elena Samoylova	Russian Federation
Dr K Alexandra Curtis	USA
Ms Kimberly Blankenbeker	USA
Dr Malcolm Windsor	Secretariat
Dr Peter Hutchinson	Secretariat

FAC(07)7

**Meeting of the Finance and Administration Committee
Harborside Hotel and Marina, Bar Harbor, Maine, USA
Monday, 4 June 2007**

Agenda

1. Opening of the Meeting
2. Adoption of the Agenda
3. 2006 Audited Accounts
4. Relationship with ICES
5. Consideration of the 2008 Draft Budget, Schedule of Contributions and 2009 Forecast Budget
6. Appointment of Auditors
7. Any Other Business
8. Report of the Meeting

FAC(07)6

**Memorandum of Understanding
between
The North Atlantic Salmon Conservation Organization
and
The International Council for the Exploration of the Sea**

RECOGNISING that the North Atlantic Salmon Conservation Organization ("NASCO")

- (a) desires to promote the acquisition, analysis and dissemination of scientific information pertaining to salmon stocks in the North Atlantic Ocean;
- (b) desires to promote the conservation, restoration, enhancement and rational management of salmon stocks in the North Atlantic Ocean through international cooperation, taking into account the best scientific evidence available;
- (c) seeks to establish working arrangements with the International Council for the Exploration of the Sea and other appropriate fisheries and scientific organizations with a view to obtaining the best available scientific evidence;

RECOGNISING that the International Council for the Exploration of the Sea ("ICES")

- (a) exists to promote and encourage research and investigations for the study of the sea, in particular in relation to its living resources;
- (b) draws up the necessary programmes and organises such research and investigations as may appear necessary and publishes and disseminates the results of this work;
- (c) provides scientific information and advice to member countries and the regulatory commissions with which cooperative relationships have been established;
- (d) seeks to establish and maintain working arrangements with other international organisations having related objectives;

NASCO AND ICES have therefore reached the following understanding:

Provision of Scientific Information and Advice

1. At its Annual Meeting NASCO may adopt a request for scientific information and advice which may be addressed to ICES for response prior to the next or subsequent Annual Meeting of NASCO. Any such request will be transmitted formally to ICES on a timely basis.
2. In response to this request, scientific information and advice, which is independent and free from political influence, and has been peer-reviewed by the relevant ICES advisory procedure, will be provided to NASCO by ICES in accordance with this Memorandum of Understanding. This scientific information and advice will comprise annual recurring or "standard" advice according to the format contained in Annex 1, and "non-recurring" advice as requested by NASCO, such categorisation of the request to be mutually agreed.

3. (a) ICES will make every effort to provide the official scientific information and advice in the report(s) of the relevant Advisory Committee(s) to NASCO as early as possible before the Annual Meeting of NASCO.
- (b) The information on which the advice is based, in the form of Expert Group Reports, will be made available prior to the full ICES review process, with an annotation that the report has not been reviewed by ICES. Any other relevant reports published by ICES will be made available to NASCO.
4. The scientific information and advice will be presented at the NASCO Annual Meeting by the Chairman of an ICES Advisory Committee or a designate and, when appropriate, an ICES Professional Adviser.
5. ICES and NASCO will consult on ways in which cooperation between them can be further improved and extended. Further improvements may include joint activities, e.g. seminars, symposia or other meetings.

Finance

6. NASCO accepts ICES policy of achieving 100% cost recovery from Member Countries and international client commissions which request ICES to provide information, advice and services.
7. Recognising the desirability for stability in the payments made to ICES, NASCO agrees:
 - (a) to pay - following the procedure in Annex 2 - a fixed rate as agreed upon with ICES for the "standard" advice (i.e. recurring needs) as referred to in Annex 1, with an annual increase in accordance with the rate of inflation in Denmark (Danish Ministry of Finance figures), using DKK 353,648 (at 2006 prices) as the base. The components upon which the ICES costs are calculated are provided in Annex 3;
 - (b) to pay a contribution of DKK 39,253 (at 2006) prices) as NASCO's contribution towards the stipend for an Advisory Committee Chair;
 - (c) to pay a contribution of DKK 59,962 (at 2006 prices) as NASCO's contribution towards the ICES advisory quality assurance programme;
 - (d) to pay 100% of the costs for non-recurring advice on the basis of the costs agreed upon with ICES in accordance with Annexes 2 and 3.
 - (e) in the event that NASCO does not seek peer-reviewed advice from ICES in a particular year, but merely a compilation of information, to pay a contribution for 'servicing' the Expert Group and databases of 31.3% of the amount specified in paragraph 7(a) together with the amounts specified in paragraphs 7(b) and 7(c) (DKK 209,907 at 2006 prices);
 - (f) in the event that NASCO makes no request to ICES for information and advice in a particular year, to pay a contribution for 'servicing' the Expert Group and databases of 31.3% of the amount specified in paragraph 7(a) together with the amount specified in paragraph 7(b) (DKK 149,945 at 2006 prices).
8. When assessing the contributions to be paid by NASCO, due account shall be taken of contributions made by ICES Member Countries or other international Commissions of ICES with interests in the same stock and in the same geographical area.

9. ICES undertakes to elaborate, on an annual basis, costing-spreadsheets with details for providing standard and non-recurring advice to NASCO. The results will be reviewed jointly by ICES and NASCO during consultations as specified in Annex 2.

General Administrative Arrangements

10. NASCO is entitled to be represented in an observer capacity at the annual Statutory Meeting of the Council of ICES and at the ICES Annual Science Conference. In addition, ICES agrees to the participation of a representative of NASCO in an observer capacity at meetings of the Council's Advisory Committees. In that capacity NASCO's representative will have the right to ask for the floor and participate in meetings, but will have no voting right nor have freedom to change the meeting's agendas. ICES will be invited to be represented in an observer capacity at the Annual Meetings and as appropriate at other NASCO meetings.
11. NASCO will provide ICES with documents and reports circulated prior to, and as a result of, its Annual Meetings which are relevant to the work of ICES. ICES will provide NASCO with documents and reports circulated prior to, and as a result of, its meetings which are relevant to the work of NASCO.
12. Either NASCO or ICES may propose changes to this Memorandum of Understanding. Any such proposal will be made before the end of May in any calendar year. Any change will come into effect at the beginning of the calendar year after the change has been agreed by both ICES and NASCO unless otherwise agreed
13. If any dispute should arise between NASCO and ICES on the operation of this Memorandum of Understanding, both sides will make their best endeavour to resolve it, if necessary by the involvement of a mutually agreeable arbiter.
14. Either NASCO or ICES may propose a withdrawal from this Memorandum of Understanding. Any such proposal will be made before the end of May in any calendar year and, unless otherwise agreed, will come into effect not earlier than 1 January after a full 12 calendar months have elapsed following notice of the intention to withdraw having been given by either ICES or NASCO.
15. This Memorandum of Understanding will enter into force following its signature by both Parties.
16. The Parties will, every three years, carry out a full review of the terms and operation of this Memorandum of Understanding and agree any necessary amendments.

Signed on behalf of the North Atlantic Salmon Conservation Organization and the International Council for the Exploration of the Sea:

Signed:	Signed:
President	President
International Council for the Exploration of the Sea	North Atlantic Salmon Conservation Organization

ANNEX 1: Format of request to ICES from NASCO for recurring or “standard” advice

It is recognised that the content of the advice will be dependent on the request and on the availability of data and knowledge about biological and physical processes as well as economical and technical processes. It is understood that the following description of information which is of interest to managers defines a mutual intention to enhance the ICES contribution to fisheries management. It is understood that the advice should include, *inter alia*:

For the North Atlantic area:

- an overview of salmon catches and landings (including unreported catches by stock complex and catch and release) and worldwide production of farmed and ranched Atlantic salmon;
- an evaluation of non-catch fishing mortality for all salmon gear;
- a report on significant developments which might assist NASCO with the management of salmon stocks;
- a compilation of egg collections and juvenile releases;
- a compilation of microtag, finclip and external tag releases by ICES Member Country;
- other relevant questions related to specific aspects of salmon conservation and management

For each of NASCO’s three regional Commission areas:

- a description of events in the fisheries and of the status of stocks;
- provision of age-specific stock conservation limits for all stocks based on best available information;
- provision of catch options or alternative management advice with associated risk assessment relative to the stated management objective (presently exceeding stock conservation limits);
- evaluation of the effects on stocks and fisheries of management measures;
- identification of relevant data deficiencies and research requirements;
- other relevant questions related to specific aspects of salmon conservation and management.

It is understood that ICES should elaborate and make the advice as transparent and as understandable as possible, including explicit explanation of uncertainty associated with the advice.

Whereas the advice should be made available as documents it is also requested that the advice is made easily available in standard electronic format. This also includes the tabular data and/or graphs.

ANNEX 2: Schedule of key annual administrative procedures for NASCO and ICES

<p>YEAR 1 June</p>	<p>NASCO agrees request for advice for Year 2 and formally transmits request to ICES. ICES provides proposed costs for NASCO for any non-recurrent elements of the Year 2 advice.</p>
<p>YEAR 2 March- April 10 May June</p>	<p>Consultations between ICES and NASCO to agree the sum due by NASCO in respect of the recurring and non-recurring advice for Year 2. NASCO undertakes to give its full agreement within 30 days of this consultation. Review of costing-spreadsheets for Year 1. Delivery of Advice Payment by NASCO to ICES for Year 2 recurrent advice</p>
<p>YEAR 3 January</p>	<p>Payment by NASCO to ICES for Year 2 non-recurrent advice</p>

ANNEX 3: Components upon which the ICES Costs are calculated

It is the role of the Commissions to formulate policies and/or management actions for conservation of fisheries and the marine environment, and in order to do so they benefit from scientific advice from ICES. Therefore they accept financial responsibility for ICES' costs of providing this advice, including: (i) the costs of databases and analyses that are needed in order to prepare advice, but generally would not occur otherwise, and (ii) the preparation, quality assurance, and delivery of the advice.

On the basis of this recognition, the following costs incurred by ICES are approved for charges to NASCO:

- costs incurred by ICES (i.e. travel and per diem) related to meetings of its Advisory Committees in proportion to the time of these meetings spent on the NASCO advice;
- Secretariat staff salaries, including superannuation (with an indication of the number and grades of staff to be involved in the work), regarding preparation for, work during, and follow-up after: the Advisory Committee Meetings, and other recurring needs associated with Expert Group Meetings;
- travelling and subsistence costs of a Chairman of an ICES Advisory Committee (or a designate) and of an ICES Professional Adviser in attending NASCO's Annual Meeting to present the scientific advice;
- costs, including postage and packing, of producing the documents required by the NASCO with respect to the information and advice;
- database costs;
- computing costs;
- the cost of any work where ICES proposes to employ a consultant or contractor;
- other current expenditure.

Overheads:

The overhead costs will be calculated by means of an overhead percentage which is applied to the direct salary costs of each different activity mentioned in the ICES Work Programme. Overheads are based on the documented annual costs (e.g. invoices and payments) of running ICES Headquarters so that the Secretariat staff may legitimately carry out their duties. As these running-costs have to be applied to the hours in which the Secretariat staff work for ICES' own work programme, it is deemed reasonable that an equitable share of the running-costs are paid for by 'clients' in respect of the requests for information, advice, and services that they direct to ICES.

The overhead percentage is calculated as the ratio between the total overhead costs and the total direct salary costs. Included in the overhead costs are the following items:

- capital cost of computing and other capital equipment;
- central financial and personnel administration;
- computer system support and maintenance
- a fair share of the printing costs;
- rent of premises;
- office expenses including:
 - electricity
 - heating
 - watchmen, safety and security
 - cleaning costs

- maintenance costs (e.g. photocopier)
- consumables
- postage
- telephone and fax
- office equipment
- insurance
- general office maintenance (e.g. painting)
- staff education and training

**North Atlantic Salmon Conservation Organization
2008 Budget and 2009 Forecast Budget (Pounds Sterling)**

Section	Description	Expenditure	
		Budget 2008	Forecast 2009
1	Staff-related costs	346,220	356,500
2	Travel and subsistence	43,000	43,900
3	Research and advice	46,560	47,900
4	Contribution to Working Capital Fund	40,000	40,000
5	Meetings	8,000	10,000
6	Office supplies, printing and translation	27,000	29,000
7	Communications	40,000	41,050
8	Headquarters Property	33,950	34,900
9	Office furniture and equipment	6,500	6,500
10	Audit and other expenses	10,750	11,100
11	Tag Return Incentive Scheme	4,200	4,500
12	International Atlantic Salmon Research Fund	0	0
13	Contribution to Contractual Obligation Fund	35,000	37,000
	Total	641,180	662,350

		Income	
		Budget 2008	Forecast 2009
14	Contributions - Contracting Parties	582,180	603,350
15	General Fund - Interest	6,000	6,000
16	Income from Headquarters Property	53,000	53,000
17	Surplus or Deficit (-) from 2006	0	0
	Total	641,180	662,350

Section 1	Staff-related costs	Budget 2008	Forecast 2009
1.1	Secretariat members	221,270	227,900
1.2	Support staff	25,720	26,400
1.3	Staff Fund contributions, allowances, public liability, insurances and other staff-related costs	99,230	102,200
	Total	346,220	356,500

Section 2	Travel and subsistence	Budget 2008	Forecast 2009
2.1	Travel to post and Annual Meeting	7,000	7,000
2.2	Official travel and subsistence	32,000	32,900
2.3	President's travel to represent NASCO	4,000	4,000
	Total	43,000	43,900

Section 3	Research and advice	Budget 2008	Forecast 2009
3.1	Annual contribution to ICES	46,560	47,900

Section 4	Contribution to Working Capital Fund	Budget 2008	Forecast 2009
4.1	Working Capital	40,000	40,000

Section 5	Meetings	Budget 2008	Forecast 2009
5.1	Costs of Annual Meeting	4,000	4,000
5.2	Costs of other meetings	4,000	6,000
	Total	8,000	10,000

Section 6	Office supplies, printing and translation	Budget 2008	Forecast 2009
6.1	Office supplies	21,000	21,000
6.2	Printing	4,000	6,000
6.3	Translations	2,000	2,000
	Total	27,000	29,000

Section 7	Communications	Budget 2008	Forecast 2009
7.1	Telecommunications	8,000	8,100
7.2	Postage and courier services	7,000	7,200
7.3	Website	10,000	10,300
7.4	Communications, professional support and design	15,000	15,450
	Total	40,000	41,050

Section 8	Headquarters Property	Budget 2008	Forecast 2009
8.1	Capital and interest payments	0	0
8.2	Maintenance, services and other building-related costs	33,950	34,900
	Total	33,950	34,900

Section 9	Office furniture and equipment	Budget 2008	Forecast 2009
9.1	Furniture	1,500	1,500
9.2	Equipment	5,000	5,000
	Total	6,500	6,500

Section 10	Audit and other expenses	Budget 2008	Forecast 2009
10.1	Audit and accountancy fees	8,000	8,250
10.2	Bank charges and insurances	250	250
10.3	Miscellaneous	2,500	2,600
	Total	10,750	11,100

Section 11	Tag Return Incentive Scheme	Budget 2008	Forecast 2009
11.1	Prize money	4,200	4,500

Section 12	Contribution to International Atlantic Salmon Research Fund	Budget 2008	Forecast 2009
12.1	IASR Fund	0	0

Section 13	Contribution to Contractual Obligation Fund	Budget 2008	Forecast 2009
13.1	Contribution to Contractual Obligation Fund	35,000	37,000

**Adjustments to 2007 contributions (Pounds Sterling)
to take into account confirmed 2005 Catch Statistics**

Party	2005 Provisional catch	2005 Confirmed catch	2007 Contribution based on provisional catch	2007 Contribution based on confirmed catch	Adjustment to 2007 contribution
Canada	130	139	47,981	49,179	+1,199
Denmark (Faroe Islands and Greenland)	14	14	26,542	26,495	-47
European Union	854	884	181,788	184,378	+2,589
Iceland	149	149	51,492	50,994	-498
Norway	888	888	188,072	185,104	-2,969
Russian Federation	82	82	39,110	38,835	-274
USA	0	0	23,955	23,955	0
TOTAL	2,117	2,156	558,940	558,940	0

Note: A positive adjustment represents an underpayment in 2007.

**NASCO Draft Budget Contributions for 2008 and Forecast
Budget Contributions for 2009 (Pounds Sterling)**

Party	2006 Provisional catch (tonnes)	Contribution for 2008	Adjustment from 2007	Adjusted contribution for 2008	Forecast contribution for 2009
Canada	132	51,942	+1,199	53,140	53,831
Denmark (Faroe Islands and Greenland)	23	29,654	-47	29,607	30,732
European Union	703	168,699	+2,589	171,288	174,834
Iceland	113	48,057	-498	47,559	49,804
Norway	931	215,320	-2,969	212,351	223,150
Russian Federation	91	43,558	-274	43,284	45,142
USA	0	24,951	0	24,951	25,858
TOTAL	1,993	582,180	0	582,180	603,350

Contributions are based on the official catch returns. Column totals can be in error by a few pounds due to rounding.

List of Finance and Administration Committee Papers

FAC(07)1	Draft Agenda
FAC(07)2	2006 Audited Accounts
FAC(07)3	Progress in Developing a New MoU with ICES
FAC(07)4	2008 Draft Budget and 2009 Forecast Budget
FAC(07)5	Response from ICES concerning the ICES Quality Assurance Programme
FAC(07)6	Memorandum of Understanding between the North Atlantic Salmon Conservation Organization and the International Council for the Exploration of the Sea
FAC(07)7	Agenda
FAC(07)8	Draft Report